



Pupil and Parent Acceptable Use of Technology Policy

**Cardinal Newman Catholic Primary School
Holy Family Catholic Primary School
St Alban's Catholic Primary School
St Anne's Catholic Primary School
St Augustine's Catholic Primary School
St Charles Borromeo Catholic Primary School
St Cuthbert Mayne Catholic Primary School
St Hugh of Lincoln Catholic Primary School
St John the Baptist Secondary Catholic School
St Polycarp's Catholic Primary School
St Thomas of Canterbury Catholic Primary School
St Peter's Catholic School
Salesian Catholic Secondary School
The Marist Catholic Primary School
St Edmund's Catholic Primary School
Teach SouthEast**

This Policy has been approved and adopted by the Xavier Catholic Education Trust in Sep 2021

Committee Responsible: Risk & Audit Committee

To be reviewed in July 2022

N.B. This policy is a supplemental policy to the Child Protection and Safeguarding Policy. This policy is a framework and should be seen as a template for developing a policy that meets the needs and context of individual schools. Please review the template and amend with information relevant to the individual school context.

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This document should be read in conjunction with other relevant policies including, but not limited to, the Xavier Child Protection and Safeguarding Policy, Online Safety Policy, Behaviour Policy, Relationship and Sex Education Policy, Acceptable Use of Technology Policy, Staff Code of Conduct and Whistleblowing Policy.

Acceptable Use of Technology Policy Templates

Early Years and Key Stage 1 Acceptable Use of Technology Policy Agreement

I understand that St Anne's Catholic Primary School Acceptable Use of Technology Policy will help keep me safe and happy online.

- I will ask a teacher or suitable adult if I want to use the computers/tablets.
- I will only use the internet when a teacher or suitable adult is with me.
- I will only click on links and buttons online when I know what they do.
- I will keep my personal information and passwords safe.
- I will only send messages online which are polite and friendly.
- I know the school can see what I am doing online when I use school computers and tablets and I will only use e-schools and sites my Teachers direct me to including when I am at home.
- I will always tell a teacher or suitable adult if something online makes me feel upset, unhappy, or worried.
- I can visit www.thinkuknow.co.uk and www.childnet.com/young-people/primary to learn more about keeping safe online.
- I know that if I do not follow the rules I might not be allowed to use a computer or tablet and my parents will be notified.
- I have read and talked about these rules with my teacher and parents/carers.

Signed (child:

Signed (parent):

Key Stage 2 Acceptable Use of Technology Policy Agreement

I understand that St Anne' Acceptable Use of Technology Policy will help keep me safe and happy online at

home and at school. I understand that I must use technology and school systems in a responsible way.

Learning

- I understand that school systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I know that I am not allowed to use my own personal devices at school.
- I will always ask permission from an adult before using the internet.
- I will only use websites and search engines that my teacher has chosen.
- I will use school devices for school work unless I have permission otherwise.
- If I need to learn online at home, I will follow the school remote learning Acceptable Use of Technology policy.
- If I bring in USB sticks from outside of school, I will always give them to my teacher so they can be checked for viruses and content before opening them.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.

Personal Safety

- I will behave appropriately and responsibly online.
- I only send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I will only talk with and open messages from people I know.
- I will only click on links if I know they are safe.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.

Trust

- I know that not everything or everyone online is honest or truthful.
- When I am using the internet to find information, I will take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful. I will check content on other sources such as other websites, books or with a trusted adult.
- I will always check I have permission to use the original work of others in my own work.
- I will always credit the person or source that created any work, images or text I use.
- Where work is protected by copyright, I will not try to download copies (including music and videos).

Responsible

- I will keep my personal information safe and private online.
- I will keep my passwords safe and secure and I will not share them.

- I will protect myself by not telling anyone I meet online my address, my telephone number, my school name or by sending a picture of myself without permission from a teacher or other trusted adult.
- I will not arrange to meet anyone I have met online without permission from a teacher or other trusted adult.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a member of staff has allowed me to.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

Understand

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that all school devices and systems are monitored to help keep me safe, including when I use them at home.
- I have read and talked about these rules with my parents/carers.
- I can visit www.thinkuknow.co.uk and www.childnet.com/young-people/primary to learn more about being safe online.
- I understand that if I fail to comply with the Acceptable Use of Technology Policy I will be subject to sanctions. This may include loss of access to the school network/internet, exclusions, contact with parents/carers and in the event of illegal activities involvement of the police.

Tell

- If I see anything online that I should not or that makes me feel worried, frightened or upset, I will minimise the page, shut the laptop lid or turn off the screen and tell an adult straight away.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable, worried or frightened when I am online using games or other websites or apps.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher or other adult.
- If, for any reason, I need to bring my mobile phone into school I know that it is to be handed in to the office and then collected at the end of the school day.

Learners with Special Educational Needs and Disabilities (SEND) Acceptable Use of Technology Policy Agreement

Learners with SEND functioning in the Pre-Key Stage Standards 1 and 2

(Based on Childnet's SMART Rules: www.childnet.com)

- I ask a grown up if I want to use the computer
- I make good choices on the computer
- I use kind words on the internet
- If I see anything that I don't like online, I tell a grown up
- I know that if I do not follow the school rules then: I might not be allowed to use a computer or tablet and my parents will be notified.

Learners with SEND functioning in the Pre-Key Stage Standards 3 to 6

(Based on Childnet's SMART Rules: www.childnet.com)

Safe

- I ask a grown up if I want to use the computer
- On the internet I don't tell strangers my name
- I know that if I do not follow the school rules then I may not be allowed to use the internet for a while.

Meeting

- I tell a grown up if I want to talk on the internet

Accepting

- I don't open messages or emails from strangers

Reliable

- I make good choices on the computer

Tell

- I use kind words on the internet
- If I see anything that I don't like online, I will tell a grown up

Learners with SEND who are working within their Key Stage but below age related expectations

(Based on Childnet's SMART Rules: www.childnet.com)

Safe

- I ask an adult if I want to use the internet
- I keep my information private on the internet

- I am careful if I share photos online
- I know that if I do not follow the school rules then: (list sanctions)

Meeting

- I tell an adult if I want to talk to people on the internet
- If I meet someone online, I will tell an adult

Accepting

- I don't open messages from strangers
- I won't open links unless I know they are safe

Reliable

- I make good choices on the internet
- I check the information I see online

Tell

- I use kind words on the internet
- If someone is mean online then I don't reply, I save the message and show an adult
- If I see anything online that I don't like, I will tell a teacher or other trusted adult.

Use relevant Key Stage Acceptable Use Agreement for Learners with SEND who are working within age related expectations.

Learner Acceptable Use of Technology Policy Agreement Form (if age appropriate)

Schools should attach a copy of an age appropriate Acceptable Use of Technology Policy to this form. Primary Schools will need to provide learners and parents/carers with updated versions of the Acceptable Use of Technology Policy as learners progress through the school.

St Anne's Catholic Primary School **Acceptable Use of Technology Policy – Learner Agreement**

I, with my parents/carers, have read and understood the *school* Acceptable Use of Technology Policy and remote learning Acceptable Use of Technology Policy.

I agree to follow the Acceptable Use of Technology Policy when:

1. I use *school* devices and systems, both on site and at home.
2. I use my own equipment out of the *school*, including communicating with other members of the *school* or when accessing school systems.

Name..... Signed.....

Class..... Date.....

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....

Parent/Carer Acknowledgement Form

Learner Acceptable Use of Technology Policy: St Anne's Catholic Primary School Parental Acknowledgment

1. I, with my child, have read and discussed St Anne's Catholic Primary School learner Acceptable Use of Technology Policy and understand that the Acceptable Use of Technology Policy will help keep my child safe online.
2. I understand that the Acceptable Use of Technology Policy applies to my child use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns.
3. I am aware that any use of school devices and systems may be monitored for safety and security reason to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
4. I am aware that the school mobile technology policy states that my child cannot use personal device and mobile technology on site. If a mobile phone is brought into school then it should be placed in the office and collected at the end of the school day.
5. I understand that my child needs a safe and appropriate place to access remote learning if school is closed. I will ensure my child's access to remote learning is appropriately supervised and any use is in accordance with the school remote learning Acceptable Use of Technology Policy. When accessing live learning, I will ensure my child is in an appropriate location and that they are suitably dressed.
6. I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet or if my child is using mobile technologies.
7. I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
8. I understand that the school will contact me if they have concerns about any possible breaches of the Acceptable Use of Technology Policy or have any concerns about my child's safety online.
9. I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.
10. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
11. I will support the school online safety approaches. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

Child's Name..... Class

Parent/Carer's Name..... Parent/Carer's Signature Date.....